

SPECIAL ORDER NO. 5

February 11, 2009

**SUBJECT: MAJOR INCIDENT RESPONSE TEAM (MIRT) - ESTABLISHED****EFFECTIVE: IMMEDIATELY**

**PURPOSE:** The Major Incident Response Team (MIRT) ensures a level of consistency by utilizing the Incident Command System (ICS) to assist incident commanders during spontaneous major incidents throughout the City. This Order defines a major incident, establishes MIRT and outlines protocol for MIRT.

**PROCEDURE:** The MIRT generally consists of one supervisor and one officer from the Emergency Preparedness Unit (EPU), Emergency Operations Division (EOD), who are subject matter experts on ICS. Operational needs of an incident will dictate the number of MIRT personnel deployed. The deployment of the MIRT does not replace an Incident Management Team (IMT), but may deploy prior to or simultaneously with an IMT. In most cases, the MIRT will be a stand-alone function to support incident commanders with major incidents.

**I. MAJOR INCIDENT - DEFINED.** Major incidents are spontaneous incidents that necessitate significant deployment of personnel and resources for a length of time. Major incidents may involve multiple divisions, bureaus, and outside agencies. Some examples of major incidents include, but are not limited to:

- \* Serious crimes involving ongoing search for suspects or evidence involving significant resources (i.e., homicides, officer-involved shootings, kidnappings, and pursuits);
- \* Lost or missing persons - large-scale search;
- \* Large brush fires and earthquakes;
- \* Large-scale evacuations;
- \* Accidents involving lengthy rescue and/or recovery operations;
- \* Significant media events (i.e., barricaded suspects);
- \* Spontaneous labor actions or protests; or,
- \* Any incident requiring the sustained management of significant resources for an extended time period.

**II. CRITERIA FOR MIRT RESPONSE.** The criteria for the MIRT response are as follows:

- \* A major incident is imminent, occurring, or has occurred;
- \* The incident commander has requested the MIRT to respond; or,
- \* The incident commander has determined that the major incident will be extended for a lengthy time period.

**III. MAJOR INCIDENT RESPONSE TEAM'S RESPONSIBILITIES.** The MIRT may assist command and general staff by answering technical questions and providing guidance on ICS principles, terminology, processes and organizational structure. The MIRT that is assigned a major incident shall guide employees staffing an incident command post in the following tasks:

- \* Completion and use of ICS forms;
- \* Resource status tracking and documentation procedures;
- \* Situational status tracking and documentation procedures;
- \* Organizational development and design;
- \* Demobilization planning and procedures; and,
- \* Documentation and archiving procedures.

**IV. INCIDENT COMMANDER'S RESPONSIBILITIES.** Once the incident commander determines that a major incident meets the criteria for the MIRT response, the incident commander shall do the following:

- \* Provide a status report to the Area watch commander or his/her designee;
- \* Request the MIRT to respond to the command post;
- \* Ensure the MIRT is included in all planning meetings; and,
- \* Confer with the MIRT throughout the incident to ensure National Incident Management System (NIMS) compliance.

**Note:** Staffing of ICS positions and/or the assignment of MIRT personnel to an operational aspect should be avoided. Availability of the MIRT personnel ensures their effectiveness by facilitating the ICS.

**V. WATCH COMMANDER'S RESPONSIBILITIES.** Each Area watch commander will evaluate and determine if the MIRT deployment will assist in the management of the major

incident. If the MIRT deployment is requested, notification during on and off hours will be through Real-Time Analysis and Critical Response Division (RACR).

VI. **COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officers shall ensure compliance with the protocols established in this Order.

VII. **REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION RESPONSIBILITY.** Upon notification, RACR Division shall contact the "on-call" MIRT supervisor to determine if the MIRT will respond to the major incident.

**AMENDMENT:** This Order amends Section 2/445.50 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Special Operations Bureau, shall monitor the compliance with this Order in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

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